

Essential Journey Counseling

Psychiatric Nurse Practitioner

JOB DESCRIPTION

Position Title	Department	Reports to
Psychiatric Nurse Practitioner	Clinical	Practice Owner
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Independent Contractor	April 1 2024

POSITION:

We seek an experienced Psychiatric Nurse Practitioner to join our team and provide high-quality, compassionate patient care. This position will be responsible for diagnosing and treating patients with mental health and emotional disorders and prescribing medication when necessary. This position will provide psychoeducation in community events and agency workshops.

Reports to: Practice Owner or Designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Diagnose and treat mental health and emotional disorders.
- Prescribe and monitor medications when necessary.
- Maintain detailed records of patient visits and progress.
- Assist in the development of individualized treatment plans.
- Collaborate with other healthcare professionals to ensure patient continuity of care.
- Educate patients and families about mental health and emotional disorders.
- Participate in community outreach and education.
- Regular, reliable, and timely attendance at work is required.
- Properly licensed and abiding by all laws, rules, regulations, and codes of ethics binding upon or applicable to the services performed for Essential Journey Counseling.
- Responding within 48 hours to routine agency requests and 12- 24 hours to urgent requests.
- Communicating with the treatment team as necessary.
- Timely completion of written records for each patient including, but not limited to intake notes, progress notes, treatment plans, termination notes, contact notes, and other forms or documents which may be needed or required by Essential Journey Counseling or third parties in conjunction with the treatment of the patient within a timely fashion (within 24 hours of session).

The company is an Equal Opportunity Employer, drug free workplace, and complies with Americans with Disabilities (ADA) regulations as applicable.

- Keep patient files accurate and up to date, and confidential.
- Deliver services professionally to maintain and increase the goodwill and reputation of Essential Journey Counseling.
- Be respectful of, cooperative, and collaborative with co-workers.
- Ability to effectively communicate with patients verbally and in written correspondence.
- Possesses excellent interpersonal skills and the ability to handle emotionally charged situations.
- Attend monthly staff meetings.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Master’s degree in nursing, with a specialty in Psychiatric Nursing
- Valid state licensure as a Psychiatric Nurse Practitioner
- 2+ years of experience in a clinical setting preferred.
- Knowledge of mental health and emotional disorders
- Excellent communication and interpersonal skills
- Able to work as part of a team and attend monthly team meetings.
- Strong organizational and time management skills
- Able to be credentialed with insurance panels.
- Possess Professional Liability & Malpractice Insurance
- Able to be credentialed with commercial insurance panels.

Hours:

- Hours vary based on contractor availability.

NOTE

All duties and responsibilities are essential functions and requirements and are subject to possible modification to accommodate individuals with disabilities reasonably. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to their health, safety, or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

Reviewed with Contractor by:

The company is an Equal Opportunity Employer, drug free workplace, and complies with Americans with Disabilities (ADA) regulations as applicable.

Signature: _____

Name (print): _____

Title: _____

Date: _____

Received and accepted by

Signature: _____

Name (print): _____

Title: _____

Date: _____

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